

SAIS Data Collection
School Finance Website
Version 1.0

Copyright 2001
Arizona Department of Education
July 5, 2001

Record of Changes

Change to the School Finance upload page

7/5/2001

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SAIS School Finance Web Site Users Manual



This manual was designed by the Arizona Department of Education (ADE) to help users transition to using the web-based system for viewing reporting data. Each school district can upload their school's data, submit it to ADE and see their results. This application replaces the previous version of the School Finance web-based application previously distributed by ADE.

As the user inputs data into the system it is validated. If it fails users will receive an error message. These error messages allow the user to check their work and correct it. The system is designed to aid the user with input until the individual school record is accepted.

The screen shots provided in this user manual were taken using Internet Explorer 5.0. Users using different browsers may see slightly different screens. If there are large discrepancies between what viewers will see, this manual will attempt to show these.

4.0 or higher for optimum performance. Once the user goes to the web URL they may want to save a bookmark to this location for future use.

Access to School Finance web site

To access School Finance Web site immediately go to:

<https://www.ade.az.gov/commonlogon>

or the page will not display.

Username and password for the upload area of the website may be obtained by one of the following ways:

1. Through their superintendent or his designee requesting a login for them using "Request Logins" link available from the Common Login. See figure 2 for an example of the request login.
2. Being listed as a School Finance contact in the Enterprise.

Note: It is also strongly requested that a contact email address be provided to keep the communication flow moving. ie. updates and changes.

Access to the School Finance Website cont.

Once access is obtained through the common login by entering the user name and password the following menu will appear. The figure below highlights the School Finance File Upload menu item. Click on this menu item.



Figure 1 LEA Menu items

Once the School Finance File Upload menu item is clicked the file upload page appears. This is where the district or charter can upload files for submission to ADE.

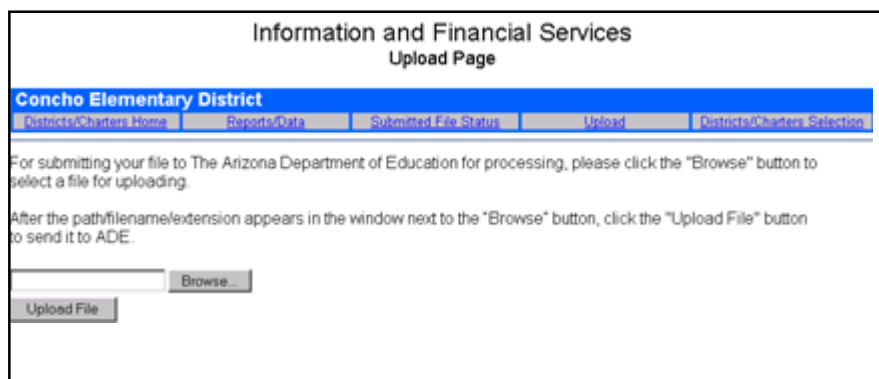


Figure 2 District/Charter Upload page

Districts/Charters Home

The Districts/Charters is accessible from the School Finance website at the main page. The main page shows a link for the Districts/Charters. This link is shown in figure 2 below. Note there are a number of main links on this page. The Districts/Charters Home page link, Reports/Data link, Submitted File Status link, Upload link and the Change Districts/Charters link. Also note the sub links below in figure 2. Security Information link, School Finance Home link, ADE Common logon link, and ADE Home Page link.

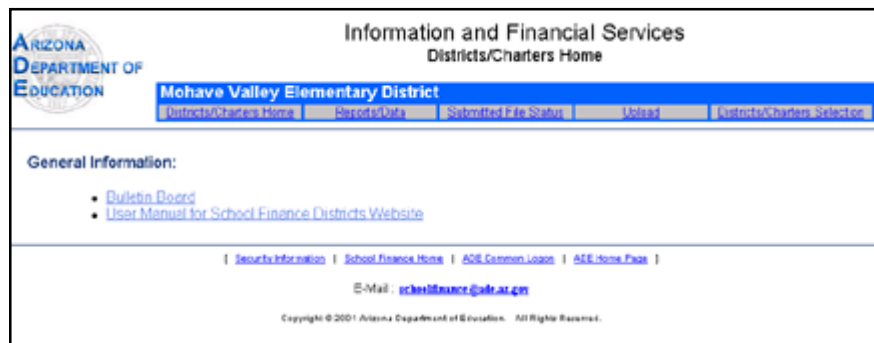


Figure 3 Districts/Charters Home Page

The main links will be explained in more detail later in this document. The sub link security Information link provides information pertinent to security and the encryption methods. The School Finance Home link navigates the user to the main School Finance Web page. The ADE Common Logon allows the user to move from this application to be able to logon to one of the other ADE applications via the common logon. The ADE Home Page link navigates the user to the main ADE Web site.

Reports & Data

The Reports and Data area allows the District or Charter the ability to view any and all reports or data that they have submitted to ADE. It also lists reports that ADE published with reporting statistics for that District or Charter.

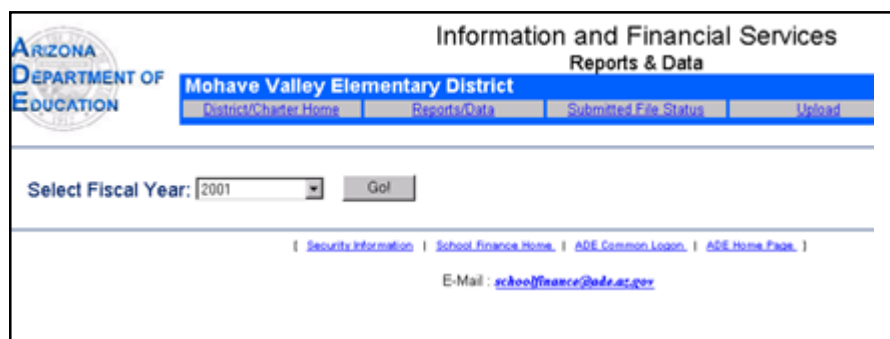


Figure 4 The Reports & Data page

The drop down in figure 4 below lists the fiscal years. This is where the user is able to specify the year for the reports that are returned. The choices are: All Fiscal Years, 2001, 2000, 1999 and 1998. When any of the choices are selected it returns the reports that the Districts/Charter has for that fiscal year.

The screenshot shows a web interface for the Mohave Valley Elementary District. At the top, there is a blue header with the text "Mohave Valley Element" and two links: "Districts/Charters Home" and "Repo". Below the header, there is a section labeled "Fiscal Year:" with a drop-down menu. The menu is currently open, showing the following options: 2001, 2000, 1999, 1998, and All Fiscal Years. To the right of the drop-down menu is a "Go!" button. Below the drop-down menu, there are several links: "05-1 Edit/Up", "dit/Update Trans", "40-1 Current", "resident Member", "ence ADM", and "Current and f".

Figure 5 Fiscal Year Drop down

The fiscal year chosen in the example of figure 5 below was 2001. All the reports are shown listed below for that fiscal year.

The screenshot shows a web interface for the Mohave Valley Elementary District. At the top, there is a blue header with the text "Information and Financial Services" and "Reports & Data". Below the header, there is a section labeled "Mohave Valley Elementary District" with four links: "Districts/Charters Home", "Reports/Data", "Submitted File Status", and "Upload". Below this, there is a section labeled "Select Fiscal Year:" with a drop-down menu. The menu is currently open, showing the following options: 2001, 2000, 1999, 1998, and All Fiscal Years. To the right of the drop-down menu is a "Go!" button. Below the drop-down menu, there is a list of reports for the fiscal year 2001. The reports are listed as follows:

- [ADMS 05-1 Edit/Update Report \(2001\) - \[10/5/00 2:39:49 PM\]](#)
ADM Edit/Update Transaction Report
- [ADMS 40-1 Current/Prior Year Residence ADM and ADA \(2001\) - \[10/30/00 8:00:08 AM\]](#)
ADM Resident Memberships Comparison of Current and Prior Year
- [ADMS 40-2 Resident Average Daily Membership Recap \(2001\) - \[10/30/00 8:03:44 AM\]](#)
ADM Resident Membership Recap Report
- [ADMS 45-2 Attending Summary Count Report \(2001\) - \[10/30/00 8:12:28 AM\]](#)
ADM Attending Count Report
- [APOR Audit Expenditure Letter \(2001\) - \[10/26/00 5:15:18 PM\]](#)
Audit Expenditures to use in the calculation of Equalization Base/Assistance
- [APOR Equalization Report \(APOR55-1\) \(2001\) - \[10/11/00 10:55:00 AM\]](#)
APOR Equalization Report
- [APOR55 Memo \(2001\) - \[10/15/00\]](#)
Current Month - APOR55 Basic Calculations for Equal. Asst. & APOR64 Payments Memo
- [October Enrollment Import Process Report \(ROLL50-1\) \(2001\) - \[10/5/00 2:39:17 PM\]](#)
October Enrollment Import Process Report (ROLL50-1)

Figure 6 Fiscal Year 2001 with Reports & Data listed

Submitted File Status

From the School Finance Districts webpage the user can access the submitted file status area. Access to this area is available by clicking on the “Submitted File Status” link. Figure 6 below shows an example of what the submitted file status appears like. The system, date range, and rows per page can be entered.



Figure 7 Submitted File Status page

The systems dropdown figure 7 (right) displays a list of entities that can be selected.

Figure 8 (below) shows the date range and the choices. Today, Yesterday, Week to Date, Month to Date, Year to Date and All. This allows the user to have many choices from all data to more specific data.

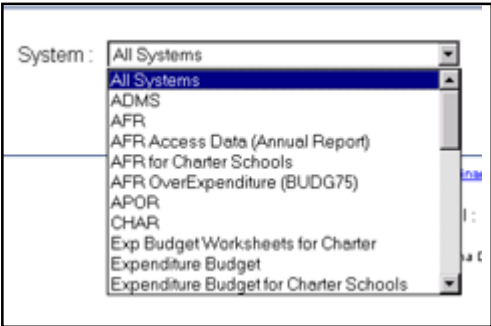


Figure 8 Systems Drop down

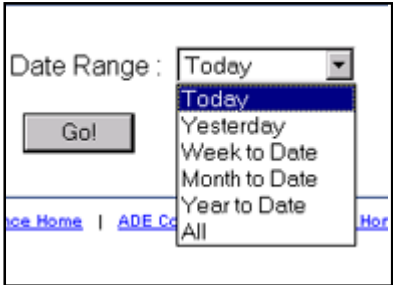


Figure 9 Date Range Drop down

Figure 9 (right) shows the rows per page drop down. 10 rows per page, 20, 50 or 100 can be selected. This gives the user more options to choose.

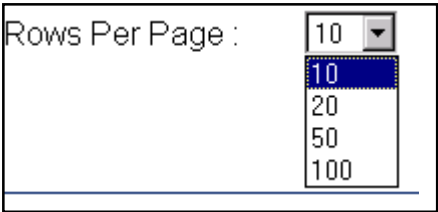


Figure 10 Rows per page Drop down

Once the selections have been made then the “Go” button will be clicked on. The below figure will appear. The figure below shows the data that has been submitted by the districts/charters. It will show all submitted files that user has submitted to ADE.

Entity Name	System	Date	Time	File Name	Activity	Activity Description
Concho Elementary District	ADMS	May 22, 2001	9:21:51 AM	ADMS_tst.txt	File Import	File Import Completed With Errors
		April 27, 2001	1:23:20 PM	ADMS_02262001150507.txt	File Import	File Import Completed Successfully
		February 22, 2000	3:29:05 PM	ADMS010306101ConchoElem.txt	File Import	File Import Completed Successfully
		December 9, 1999	10:43:54 AM	ADMS.txt	File Import	File Import Completed Successfully
	AFR	April 27, 2001	1:52:07 PM	~FY_SUSP_2000AFR CESD_10192000102512.xls	File Import	File Received and Held for Processing

Figure 11 Search Results Page

The status of each of these files will be shown on the right hand column. It will show good files that were successfully uploaded or it will show errors in uploading the files. An example above shows good files submitted. There is also one file that has an error in uploading then you would be able to click on the file and the next figure below will appear. Figure 11 is a good example of a common type of error entry. Thus the District or Charter can see the status of all submitted files.

Error detail for Concho Elementary District	
System : ADMS	
File : ADMS_tst_05222001092154.txt	
Last Date Submitted: 5/22/01 9:21:53 AM.	
Error Description	
	Attempt to Insert Duplicate Record
	Attempt to Insert Duplicate Record
	Attempt to Insert Duplicate Record
	Attempt to Insert Duplicate Record
	Attempt to Insert Duplicate Record
	Attempt to Insert Duplicate Record
	Attempt to Insert Duplicate Record
	Attempt to Insert Duplicate Record
	Attempt to Insert Duplicate Record
	Attempt to Insert Duplicate Record

Figure 12 Error Status Messages

Depending on the number of searched files being shown you may see that there are a number of pages. Below shows there are 18 pages available. A year search will show quite a few pages.

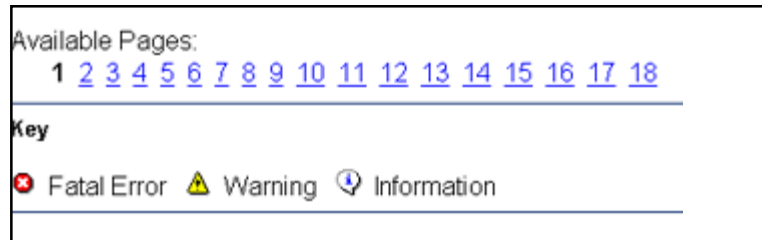


Figure 13 Available Pages

Upload Area

The upload area is where a District or Charter that is a listed entity can upload a file for input into ADE's database. If the file that is correctly formatted is received properly then it will be checked by the system and then inputted correctly into the database.

From the main School Finance webpage the user can select the "Upload" link. When selected the "User Login" screen appears. The figure below shows an example of the User Login screen. Shown on the user login is the User Name and Password. Only these people are acceptable users for these entities/district/charters. Once the user name and password are entered correctly the system grants access to the upload area. Figure 10 below shows an example of the upload area.

The screenshot shows the 'Information and Financial Services Upload Login' page for the 'Mohave Valley Elementary District'. At the top left is the Arizona Department of Education logo. A navigation bar contains links: 'District/Charter Home', 'Regions/Data', 'Submitted File Status', 'Upload', and 'District/Charter Selections'. The 'Upload' link is highlighted. Below the navigation bar, instructions state: 'Choose your username and enter your password, then click Go. If you have a User ID and password for the Grants Management system on the web, that User ID and password will also work for submitting budgets.' The login form includes a 'User Name' field with a dropdown menu showing 'elbrown', a 'Password' field, and 'Go' and 'Reset' buttons.

Figure 14 School Finance Upload Area

The user name if approved is located in the dropdown menu. An example of this is shown in figure 11 (below)

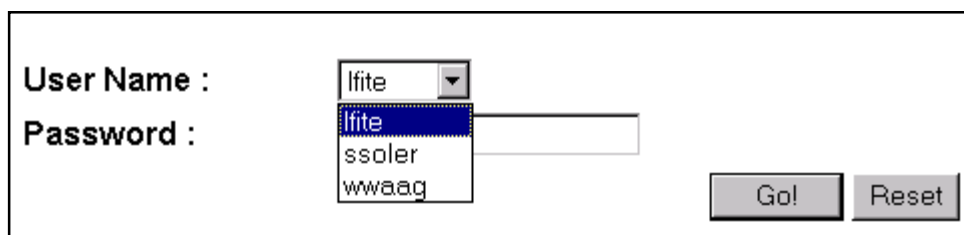
This close-up shows the 'User Name' dropdown menu. The text 'User Name :' is to the left of the dropdown. The dropdown is open, showing a list of names: 'lfite' (highlighted in blue), 'lfite', 'ssoler', and 'wwaag'. To the right of the dropdown is a 'Password :' label and an empty text input field. At the bottom right are 'Go!' and 'Reset' buttons.

Figure 15 Upload Logon area

Districts/Charters Selection

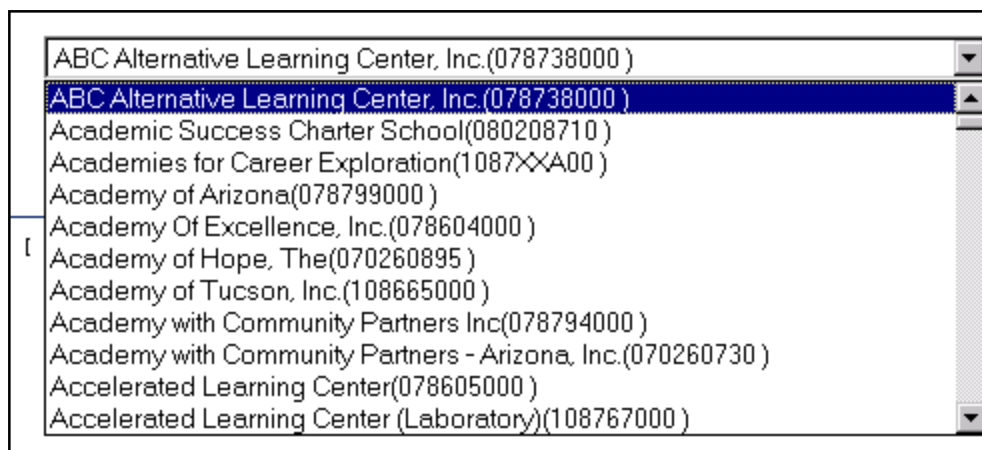
The Districts/Charters selection from the School Finance website is accessible from the Change Districts/Charters link. The main screen shows this link in figure 1. Once the user clicks on the Change Districts/Charters link the screen in figure 12 appears. This screen shows a drop down menu with a list of all valid ADE entities.



The screenshot shows the 'Information and Financial Services' page for 'District/Charter Selection'. It features the Arizona Department of Education logo on the left. The main content area has a heading 'Select your district from the list below and click the Go! button to enter the District/Charter section of the web site.' Below this is a dropdown menu currently displaying 'ABC Alternative Learning Center, Inc.(078738000)'. A 'Go!' button is positioned below the dropdown. At the bottom, there are links for 'Security Information', 'School Finance Home', 'ADE Common Loans', and 'ADE Home Page', along with an email address 'adeoffinance@ade.state.arizona.gov' and a copyright notice for 1999.

Figure 16 Districts/Charters Selection page

Figure 13 below shows an example of what the list of entities looks like when the drop down menu is clicked.



The screenshot shows a dropdown menu with a list of entities. The first item, 'ABC Alternative Learning Center, Inc.(078738000)', is highlighted in blue. The list includes:

- ABC Alternative Learning Center, Inc.(078738000)
- Academic Success Charter School(080208710)
- Academies for Career Exploration(1087XXA00)
- Academy of Arizona(078799000)
- Academy Of Excellence, Inc.(078604000)
- Academy of Hope, The(070260895)
- Academy of Tucson, Inc.(108665000)
- Academy with Community Partners Inc(078794000)
- Academy with Community Partners - Arizona, Inc.(070260730)
- Accelerated Learning Center(078605000)
- Accelerated Learning Center (Laboratory)(108767000)

Figure 17 Districts/Charters Drop down menu

Wrap Up

The SAIS MIS team hopes this manual serves its purpose by aiding you the user in filling out the web-based School Finance Web site. Please forward any comments and/or suggestions to the RTC.

This manual was put together with you the user in mind. So if there are suggestions to improve this manual they are highly welcomed.

